

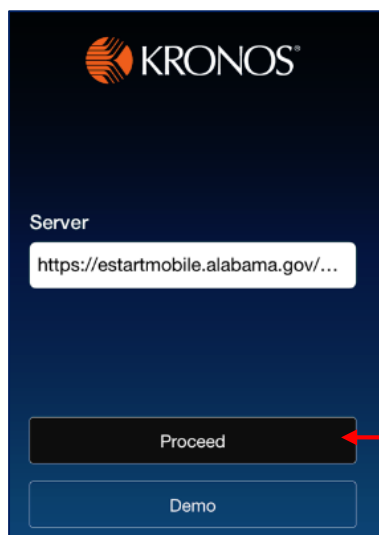
Downloading the Application

From the **App Store** on your **iPhone**, search and download **Kronos Mobile**. The application is free.

Note: You must be approved and have a mobile license applied to your eSTART account in order to use this application. For more information, contact your Agency Administrator.

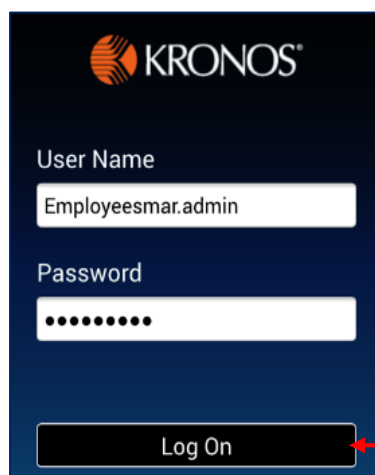
Launching the Application and Logging On

Once the application has been downloaded, launch it on your phone.



The screenshot shows the KRONOS mobile app interface. At the top is the KRONOS logo. Below it is a 'Server' field containing the URL 'https://estartmobile.alabama.gov/...'. At the bottom are two buttons: 'Proceed' and 'Demo'. A red arrow points from the 'Proceed' button to the first step of the instructions.

1. Enter the following URL in the **Server** field:
https://estartmobile.alabama.gov/wfc
2. Click the **Proceed** button.



The screenshot shows the KRONOS mobile app login screen. It has fields for 'User Name' (containing 'Employeesmar.admin') and 'Password' (masked with dots). At the bottom is a 'Log On' button. A red arrow points from the 'Log On' button to the third and fourth steps of the instructions.

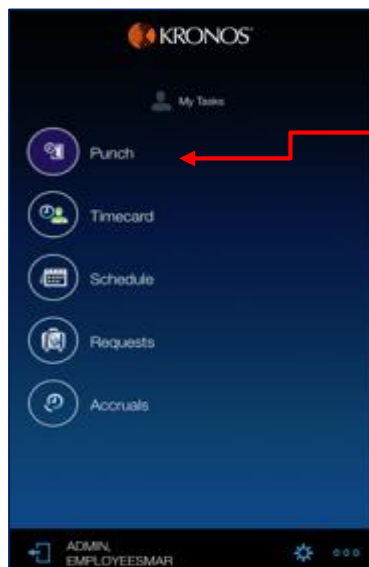
3. Enter your eSTART **User Name** and **Password**.
4. Click **Log On**.

Note: To sign out of the application, use the "door" icon in the lower left corner of the screen.



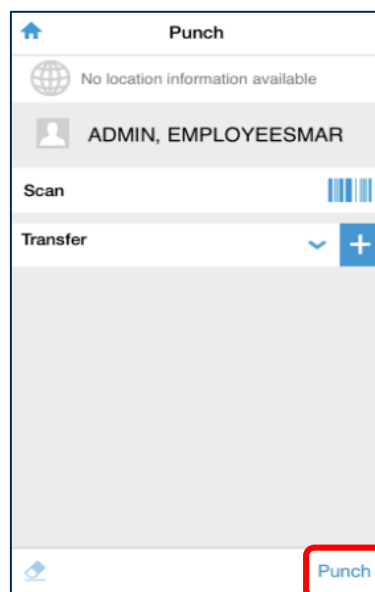
Performing Employee Tasks

Punch In or Out



The screenshot shows the KRONOS mobile app main screen. It has a list of icons: 'Punch', 'Timecard', 'Schedule', 'Requests', and 'Accruals'. A red arrow points from the 'Punch' icon to the first step of the instructions. At the bottom, there is a status bar showing 'ADMIN, EMPLOYEESMAR' and a gear icon.

1. On the main screen, select the **Punch** icon.

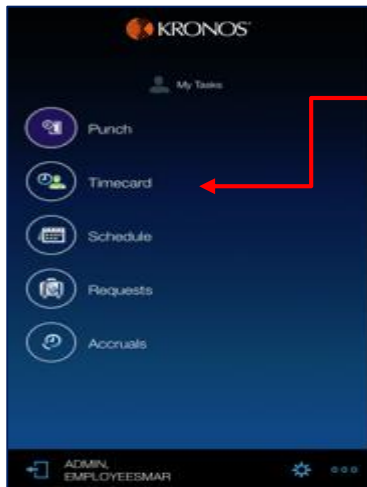


The screenshot shows the 'Punch' screen. It displays 'No location information available', the user 'ADMIN, EMPLOYEESMAR', and a 'Scan' section with a barcode. Below that is a 'Transfer' section with a dropdown menu and a '+' button. At the bottom right, there is a 'Punch' button highlighted with a red box. A red arrow points from this button to the second step of the instructions.

2. To enter a timestamp, select **Punch**.

Note: If you are starting a shift that requires a transfer, select **Transfer**. Then select the grant or project for the transfer. Click the **+** icon to search for a grant or project.

View your Timecard



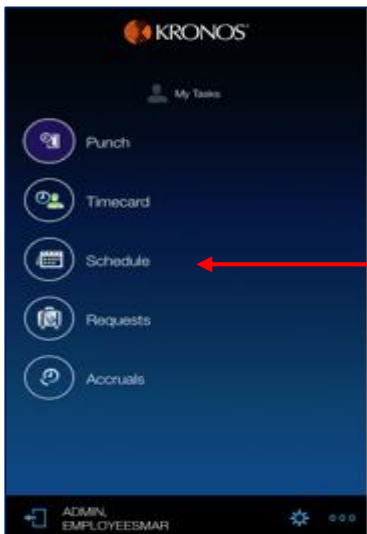
1. On the main screen, select the **Timecard** icon.

ADMIN, EMPLOYEESMAR ⋮

Date	Paycode	Amt	In	Out
03/16			8:00AM	12:00PM
			1:00PM	5:00PM
03/17			8:00AM	12:00PM
			1:00PM	5:00PM
03/18			8:00AM	12:00PM
			1:00PM	5:00PM
Cumulative Hours			24:00	
			⏵ Approve	

2. Use the three dots menu at the top of the screen to change the pay period, if needed.
3. Tap the date to view details of the hours worked.
4. Tap **Approve** to approve the timecard.

View your Schedule



1. On the main screen, select the **Schedule** icon.

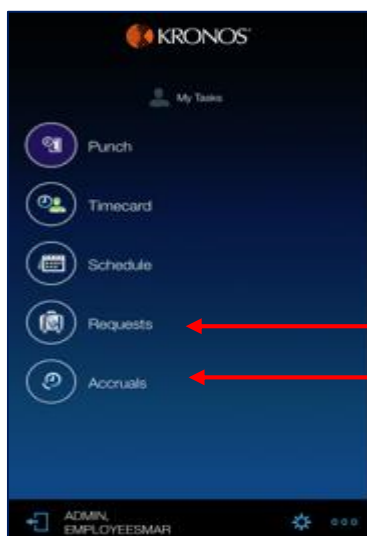
Schedule ⋮

◀ Tue, 04/05/2016 ▶

Tue, Apr 05, 2016	8:00AM - 5:00PM	0800am - 0500pm L60 12-0...
Wed, Apr 06, 2016	8:00AM - 5:00PM	0800am - 0500pm L60 12-0...
Thu, Apr 07, 2016	8:00AM - 5:00PM	0800am - 0500pm L60 12-0...
Fri, Apr 08, 2016	8:00AM - 5:00PM	0800am - 0500pm L60 12-0...

2. Tap the shift to view the details of a shift or time off request.
3. Use the arrows to change the time period.
4. Tap the **Calendar** icon to open a calendar. Select the desired date from the calendar.

Submit a Time Off Request



1. On the main screen, select the **Requests** icon.

Requests + ⌚

Time-Off

← New Request ⌚

Time Off Request

Start Date Tue, 04/05/2016 ▼

End Date Tue, 04/05/2016 ▼

Paycode ANNUAL LEAVE TAKEN ▼

Duration Select a value ▼

Notes

✕ ☒

PERSONAL LEAVE TAKEN

SICK LEAVE TAKEN

Submit

2. Tap the **Plus** icon to begin a new request.
3. Tap the **Clock** icon to view your accrual balances.
4. Tap **Start Date** and **End Date** to select the request dates. Tap check mark to verify.
5. Tap **Paycode** to select the pay code. Tap check mark to verify.
6. Tap the blue check mark to save the request.
7. Click **Submit** to submit the request.

Note: The **Accruals** icon may be used to view accruals.